

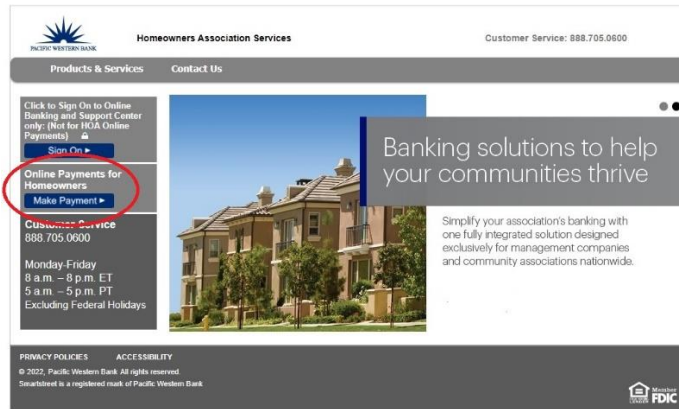
PAYING FOR DOCUMENT REQUESTS

You can make a onetime payment for Document requests through Union Bank at:

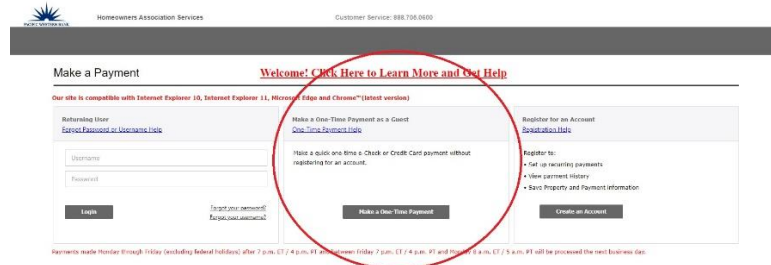
WWW.HOABANKSERVICES.COM

Document requests include: Resale Certificates, Lender Questionnaires, and HOA Sale Documents

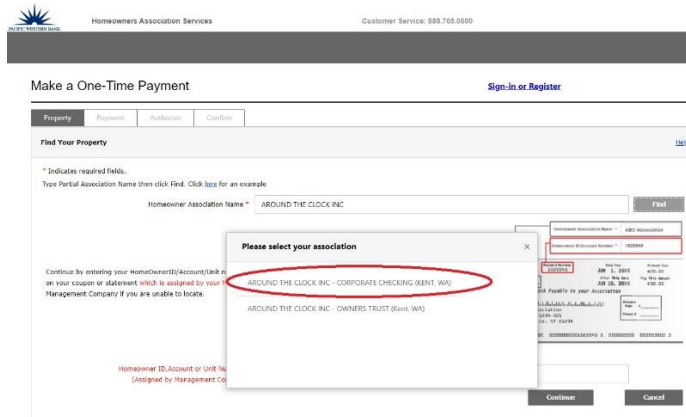
1. Please select the “Make Payment” option on the left-hand side of the screen



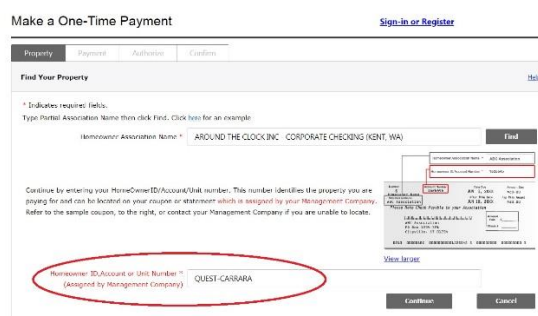
2. Please select “Make a One-time Payment”



3. Please enter “Around the Clock” for the Homeowner Association name, click find, and select “AROUND THE CLOCK INC – CORPORATE CHECKING (KENT, WA)”



4. Please enter the type of document request followed by the association name for the Homeowner ID and click continue (Examples: “Quest – Carrara” “Resale – Bayview” “HOA Doc – Falcon”)



5. Verify the information you have entered is correct and click continue

Make a One-Time Payment [Sign-in or Register](#)

Property Payment Authorize Confirm

Property Found

Is this your property below?

Homeowners Association	Management Company	HOA ID	Property Location
AROUND THE CLOCK INC - CORPORATE CHECKING	Around the Clock, Inc.	QUEST-CARRARA	KENT, WA

Yes, Continue to Make a Payment

Not what you are looking for?

6. Enter in payment amount indicated on the request form and choose how you would like to pay (Credit/Debit Card or E-check)

Make a One-Time Payment [Sign-in or Register](#)

Property Payment Authorize Confirm

Indicates required fields.

Property

Homeowners Association: AROUND THE CLOCK INC - CORPORATE CHECKING
 Management Company: Around the Clock, Inc.
 Homeowner ID: QUEST-CARRARA
 Property Location: KENT, WA

HOA Payment

Payment Amount *

Please click your appropriate payment type below *

7. For Credit/Debit Cards Please complete the requested billing and payment information and select process "Credit Card". *Please note your total will include Union Bank's processing fee of \$14.95*

* All credit/debit card payments:
 -Will be processed by a third party processor.
 -Are assessed a \$14.95 fee for each payment.
 -Have a \$1000 maximum payment amount for each transaction.

Homeowner Association Services Credit Card Payment

Billing Information		Payment Details	
First Name * <input type="text" value="John"/>	Last Name * <input type="text" value="Doe"/>	Description	Amount
Address Line 1 * <input type="text" value="12345 SE 67th St"/>		HOA Payment	\$150.00
Address Line 2 (Optional) <input type="text"/>		Technology Fee	\$14.95
City * <input type="text" value="Kent"/>	State * <input type="text" value="Washington"/>	Zip * <input type="text" value="98031"/>	
Contact Number * (Do not enter hyphens or spaces) <input type="text" value="2534567890"/>	Email * <input type="text" value="john@doe.com"/>	A \$14.95 fee will be assessed for each payment. There is a \$5000 maximum payment amount for each transaction.	
		Payment Total	\$164.95
Payments made Monday through Friday (excluding federal holidays) after 8 p.m. ET / 5 p.m. PT and between Friday 8 p.m. ET / 5 p.m. PT and Monday 8 a.m. ET / 5 a.m. PT will be processed the next business day.			

I have read and understand all of the [E-Sign Agreement](#) and [Authorization Agreement](#)

[Privacy Policy](#)

Card Information * Denotes a required field

*Card Number:

*Expiration: /

* CVV:

Transaction Information

Amount: \$164.95

8. For E-checks please enter the requested Billing and payment information and select "Submit Payment"

Please click your appropriate payment type below: *

Payments made Monday through Friday (excluding federal holidays) after 8 p.m. ET / 5 p.m. PT and between Friday 8 p.m. ET / 5 p.m. PT and Monday 8 a.m. ET / 5 a.m. PT will be processed the next business day.

All fields required unless noted otherwise

Billing Information

First Name *

Last Name *

Address Line 1 *

Address Line 2 (Optional)

City *

State *

Zip *

Contact Number * (Do not enter hyphens or spaces)

Email *

Account Information

Checking Account Savings Account

Routing Number *

Re-ender Routing Number *

Account Number *

Re-ender Account Number *

Note: If the savings and checking routing and account numbers are the same your payment will default to the checking account for payment.

SAMPLE ONLY

Routing Number Account Number Check Number

For savings, credit union, money market and business accounts, please check with your financial institution to verify the correct numbers to use for electronic transfers.

9. Once you have submitted your payment please forward a copy of your receipt to INFO@AROUNDTHECLOCKINC.COM with your request form and any supporting documents for processing.